



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Advocate II **NUMBER:** 13-42
JOB CODE: Q7000 **DATE:** 12/06/2013
SALARY RANGE: 73 (\$37,389.60 - \$56,685.60) **PCQ#:** 8813318
JOB LOCATION: **Advocacy Service Area III**
Alabama Department of Mental Health
100 North Union Street
Montgomery, AL 36130

An office will be maintained in Montgomery. Services will be provided to consumers receiving mental health, intellectual disability, and/or substance abuse services in community programs certified by the ADMH in the 19 county region of Service Area III of Central and Southeast Alabama. (Counties include: **Autauga, Barbour, Bullock, Chambers, Dale, Dallas, Elmore, Geneva, Henry, Houston, Lee, Lowndes, Macon, Montgomery, Perry, Pike, Russell, Tallapoosa, and Wilcox**).
Statewide information and referral assistance will be provided to individuals through the Advocacy Office toll-free Access Line.

QUALIFICATIONS: Bachelor's degree in one of the social or behavioral sciences, special education, nursing, criminal justice, or related field, plus (36 months or more) paid experience in disability advocacy work. Experience as a consumer or family member/caretaker of a consumer with serious mental illness, intellectual disability or substance abuse problems may be substituted for degree requirements on a year for year basis. (This experience must be in addition to the three-year work experience requirements as stated above.)

NECESSARY SPECIAL REQUIREMENTS: Must demonstrate knowledge and experience in using a personal computer and related software programs. Must have a valid driver's license to operate a vehicle in the State of Alabama. Frequent daytime travel with some overnight travel is required.

KIND OF WORK: This is responsible and highly confidential work serving as an Advocate for persons served in community programs certified by or contracting with the ADMH. Work involves conducting investigations of alleged rights violations; participating in ADMH certification reviews of rights standards; conducting periodic monitoring of rights issues in

ADMH community certified programs; preparing comprehensive reports of rights investigations, monitoring, and standards compliance reviews; resolving issues pertaining to rights of consumers; providing rights education and training programs for consumers, service providers, and others; and providing technical assistance to local Advocacy Advisory Boards/Committees. Additionally, this position will provide statewide information and referral assistance to individuals contacting the Advocacy Office toll-free Access Line. Advocate II's have primary responsibility for Advocacy investigations, monitoring and certification work in their area of assignment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Applicant must have demonstrated effectiveness in advocating for persons with serious mental illness, intellectual disabilities, and/or substance use disorders; demonstrated understanding and appreciation of rights issues and concerns of persons with serious mental illness, intellectual disabilities, and/or substance abuse issues; good interpersonal skills and the ability to work with culturally diverse groups of people including families, consumers, professionals, etc; effective communication skills both oral and written; knowledge and understanding of ADMH services as well as other health and human/social services which impact the lives of persons with serious mental illness, intellectual disability, and/or substance abuse issues; a proven ability to make public presentations in an effective and articulate manner; proven ability to mediate opposing viewpoints and guide equitable solutions pursuant to the consumer's best interest; and the ability to work with minimal supervision.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

NOTE: For the purpose of this position, the definition of "consumer" is an individual who has received services for serious mental illness, intellectual disability, or substance abuse problems. Use additional sheets to describe your consumer or caretaker experience. Please reference the definition of consumer as used for this purpose.

DEADLINE: Until Filled